

## **Summary of the Program Policy and Structure Committee Teleconference November 19, 1997**

The Program Policy and Structure Committee (PS) met by teleconference on Wednesday, November 19, 1997, at 11:00 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Dr. Pauline Bouchard. A list of action items is given in Attachment A and a list of Participants is given in Attachment B.

### **INTRODUCTION**

Members of the Field Measurements Ad Hoc Committee asked to be designated as a standing committee. Dr. Bart Simmons, Mr. Dan Bivins, and Ms. Susan Rosenberg participated in the conference call to discuss this topic. The discussion focused on how States would want to implement sampling standards. It was mentioned that the scope of NELAC may need to be expanded in order to cover all environmental data and not just laboratory data. Dr. Bouchard agreed to bring this issue to the attention of the Board of Directors for a decision on this issue. Mr. Bivins requested the results of the Board of Directors Meeting. The members were requested to participate in next month's teleconference. It was also decided that the issue of expanding the scope of NELAC should be addressed at the Interim Meeting in January. Discussion on permissible uses of the NELAC logo was postponed to the December meeting.

### **CHANGES TO STANDARDS**

The possibility of forming a new Standing Committee required the Program Policy and Structure Committee to address in the Constitution and Bylaws, and Chapter 1, the creation of a new committee. It was decided to propose the following language to the Constitution and Bylaws and Chapter 1:

Bylaws, Article VI, Section 3- add new part

8. Sampling and Field Measurement Committee. This Committee develops and maintains uniform standards for sampling and field measurements, and coordinates the development of these standards with other standing committees.

Chapter 1, Section 1.1.3- add new paragraph

The Sampling and Field Measurement Committee standards which are to be developed will require that sampling be done using a documented quality system, which is appropriate to the type, range, and scope of sampling.

## Chapter 1, Section 1.7.5

### New standing committees:

The Board of Directors may create a new standing committee if the following conditions exist:

An ad hoc group appointee by a NELAC Chair has been studying an issued which is likely to require continuing attention by NELAC; the ad hoc group has reached consensus and is ready to develop standards and propose them for adoption by NELAC; once implemented, the standards are likely to need evaluation and revision in the future; no NELAC committee exists to deal with the issues; the topic is of broad scope and has impact on a significant portion of the laboratory community; the Policy and Structure Committee has received the proposal and is satisfied that there is a need for the new committee, its purpose has been clearly stated, and there is a clear outline of the scope of the proposed committee's activities, and recommends that the new standing committee be created.

## Chapter 1, Section 1.7.5.1- make the following changes

There are ~~seven~~ eight Standing Committees

## Chapter 1, Section 1.7.5.1- add new part

8. Sampling and Field Measurement Committee. This Committee prescribes the standards for use in sampling and field measurements and coordinates the development of these standards with the other standing committees, including any requirements for training of field personnel.

## Section 1.6.3

The committee addressed the clarity of section 1.6.3. The following sentence was added to section 1.6.3.

A state, in the role of a secondary accrediting authority, which has a law or decision resulting from legal action, the legal effect which precludes that state from granting any accreditation to a particular laboratory, is not required to extend reciprocity to that laboratory.

The committee discussed whether a footnote was necessary for clarity on this issue. It was proposed to add a footnote, and remove it if the Board of Directors decided against the use of footnotes.

A change to the Field of Testing reference in the Glossary was discussed. This had been

submitted by Dr. Kenneth Jackson. The committee agreed that this will now read as follows:

NELAC's flexible approach to defining the scope of accreditation available to laboratories. A field of testing is a specific combination of components (program-method-analyte) within the scope of accreditation (See Fig. 1-3; Chapter 1) that accurately defines an accreditation that may be held by a laboratory. See also "PT Field of Testing"

## **MISCELLANEOUS ITEMS**

DOD Letter responses have been presented to Ms. Jeanne Morrain. A copy will be sent out to Committee Members.

Dr. Bouchard will draft the language on the legitimate use of the NELAC Logo.

## **NEXT MEETING**

The next meeting of this Committee will be by teleconference on December 10, 1997 at 11:00 a.m. EST.

**ACTION ITEMS**  
**Program Policy and Structure Committee Teleconference**  
**November 19, 1997**

Item No.	Action	Date Completed
1.	Dr. Bouchard will contact the Board of Directors and present the request of the Ad Hoc Task Force on Field Measurements in becoming a Standing Committee.	
2.	Dr. Bouchard will report to Mr. Dan Bivins the results of the Board of Directors Meeting regarding the new standing committee.	
3.	Mr. Jerry Parr will draft the appropriate language on the Field Sampling Issues for the 12/10/97 teleconference call.	
4.	Dr. Bouchard will mail a copy of the responses to the DOD comments to the committee members.	
5.	Dr. Bouchard will draft language on the legitimate use of the NELAC logo.	

**PARTICIPANTS**  
**Program Policy and Structure Teleconference**  
**November 19, 1997**

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